

Draft Specifications

The City of Lake Forest will be soliciting Bids for the lease of 5 Xerox Multi-Function devices. This draft Specification is provided for the purposes of comment by prospective vendors before the actual bid is released. Comments made by vendors may or may not be incorporated into the final bid specifications. Comments may be submitted to Stephanie D. Smith, City Clerk, via email at sdsmith@lakeforestca.gov Comments are due no later than 6:00 p.m., Wednesday, July 15, 2015.

The machine configurations may be found below. In addition to the machine configurations, the following specifications must be included in the lease proposal:

- 36 month Fair Market Value Lease
- Lease Payment Fixed for Term
- Property Tax Included within the lease payment
- End of Term Lease extension is Month-to-Month
- Notification requirement to terminate the lease not to exceed 30 days
- Product Guarantee: If we are not totally satisfied with the equipment provided under this lease, at the request of the City of Lake Forest, you (the vendor) will replace it with an identical model or one with comparable features and capabilities without a cost to the city.
- No Monthly Volume Commitments within the service/supply cost per copy pricing (pay as you go).
- Fixed Cost Per Copy Maintenance/Supply Pricing for the term of the contract. No escalations.
- All Supplies will be included: Toners, Cartridges, Developers, Drums, Waste Containers, Staples, etc. *Excludes Paper.*
- Staples included within service and supplies agreement
- Automated meter read option included for billing purposes
- Service Guarantee: If vendor fails to provide required Maintenance Services, vendor will agree to replace the equipment with an identical model or, at vendor's Option, another model with comparable features and capabilities. There will be no additional charge for the replacement equipment during the remainder of the initial term.

City of Lake Forest Xerox Configurations:

Xerox 7835 (Building Department) – 1 machine

- **High Capacity Tandem Tray Option** (Total 3,140 sheets): Adds one 520-sheet paper tray, one 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in. / A4

- **Office Finisher LX:** 2,000-sheet stacker, 50 sheets stapled, 2-position stapling
- **1-Line Fax**
- **Convenience Stapler**

Xerox 7970 (Planning) – 1 machine

- **Tray 1:** 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm (SEF)
- **Tray 2:** 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF)
- **High Capacity Tandem Tray (Total 2,000 sheets):** One 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in. / A4
- **High Capacity Feeder (HCF):** 2,000 sheets; Sizes: 8.5 x 11 in. / A4 long edge feed
- **BR Finisher:** 3,000-sheet stacker and 500-sheet top tray, 50-sheet multi position stapling and 2/3-hole punching
- **1-Line Fax**
- **Convenience Stapler**

Xerox 7970 (City Clerk & 2nd Floor) – 2 machines

- **Tray 1:** 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm (SEF)
- **Tray 2:** 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF)
- **High Capacity Tandem Tray (Total 2,000 sheets):** One 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in. / A4
- **BR Finisher:** 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching
- **1-Line Fax**
- **Convenience Stapler**

Xerox 7225 (Police Services) – 1 machine

- **4 Trays:** 520 sheets each; Sizes: 5.5 x 8.5 in. to 11 x 17 in. / A5 to A3; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm
- **Integrated Office Finisher:** 500-sheet stacker, 50 sheets stapled, single-position stapling
- **1-Line Fax**
- **Convenience Stapler**